



HISTORIC DISTRICT COMMISSION

Town of Hollis

Seven Monument Square
Hollis, New Hampshire 03049
Tel. 465-2209 FAX 465-3701

Date Submitted _____

HDC Case # _____

Hearing Date _____

APPLICATION FOR APPROVAL

Please fill out the appropriate data below to be submitted with your application. Remember to include your signed Application Checklist to complete your application.

Property Location _____

Year Built _____ Map _____ Lot _____ Acres _____

Is the property located within the public way?

Yes ☐

No ☐

Is the property listed on the National Register of Historic places?

Yes ☐

No ☐

Is the property a contributing structure to the district?

Yes ☐

No ☐

Name of Applicant _____

Telephone _____

Address _____

Email _____

Name of Owner _____

Telephone _____

Address _____

Email _____

Description of Intended Work to Property

The proposed work may be described as a:

- ☐ Physical Change (e.g. paint color)
- ☐ Repair
- ☐ Alteration
- ☐ Addition (increase in square footage)
- ☐ New Construction
- ☐ Re-construction
- ☐ Conversion
- ☐ Demolition
- ☐ Landscaping
- ☐ Other (Describe) _____

Expected starting date: _____

Completion date: _____

Does the proposed work or change conform to all relevant local and state laws, regulations and ordinances? (Check with the Building Inspector for information on these laws, regulations and ordinances)

☐ Yes

☐ No (Please explain) _____

Does the proposed work or change require approval from other Town Boards or Departments?

☐ Yes _____ Approval Date: _____

Board or Department Name

☐ No

****If YES applicant should seek prior approval from the noted Town Board or Department.****

This Application Shall Include the Following Information:

- Photograph of existing site conditions
- Site plan showing adjacent properties (1" = 20' scale)
- Building Elevations (1/4" = 1' or 1/8" = 1')
- List of materials, textures and colors & samples thereof
- Historical information (old photographs, etc.)

Applications for new construction shall also include the following information:

- Photographic views from cardinal points looking to the site or subject and to relevant adjacent streetscapes and individual structures
- Drawings/plans of proposed building construction – one bound set and one unbound set
- Site sections and topographic information

Please include a detailed description of proposed work (Include dimensions)

Please list all proposed materials including but not limited to outside lighting, window, siding, trim, fencing, stone wall, landscaping, and driveway specifications

Application Procedure

1. Each application shall be made on forms provided by the Commission and shall be presented to the Secretary of the Commission who shall record the date of receipt and initial it. A copy of the agenda shall be forwarded to the Board of Selectmen.
2. The Commission shall reject all applications not properly completed. No application shall be deemed as filed until received and accepted as complete by the Secretary acting for the Commission. In order for an application to be considered at a meeting, the completed application must be filed at least 14 calendar days before the meeting so as to allow sufficient time for notice.
3. If an application is received and is determined that another Board or Department is required to grant approval on said application. Based on the outcome of that approval, it may be required that the applicant seek further approval from the HDC.
4. The Commission shall decide all cases within 45 days of the date of filing as determined by the Commission, unless the applicant agrees to a longer period of time.
5. Notification of the Commission's decision shall be on a form provided by the Commission and will be filed with the records of the Commission and in the Building Inspector's Office. A copy will be sent to the applicant, the Board of Selectmen and to the Planning and Zoning Boards if necessary.

Please check as to what date your application will be heard and plan to be present with your application at the Commission's Meeting to answer any questions and offer any supplementary information, which may help the Commission and your application.

The Hollis Historic District Commission may conduct an on-site inspection of the property under consideration.

I, (print name) _____ hereby submit this application and declare that the information provided is true.

Notwithstanding any inconsistent ordinance, local law, code, rule or regulation concerning the issuing of building permits, no change in any architectural feature in the district shall be commenced without a certificate of approval from the Historic District Commission nor shall any building permit for such change be granted without such a certificate of approval having first been issued. ***The certificate of approval required by this section shall be in addition to and not in lieu of any building permit that may be required by any ordinance, local law, code, rule or regulation of the Town of Hollis.***

Signature of Applicant

Signature of Property Owner

The Hollis Historic District Commission (HDC) meets in the Town Hall Community Room the first Thursday of every month at 7:00 pm.

The deadline to file an application with the Commission is 14 days prior to the meeting. There are NO exceptions.

A complete application including signed checklist must be submitted by:_____